



ARKANSAS STATE BOARD OF
LICENSURE FOR PROFESSIONAL
ENGINEERS AND PROFESSIONAL SURVEYORS
PO BOX 3750
LITTLE ROCK, ARKANSAS 72203

**YOU SHOULD RECEIVE YOUR LICENSE RENEWAL REMINDER BY
MAY 1!**

Online License Renewal System will be available MAY 1!

OR

See instructions below for alternative renewal options.

Title: **Licenses ending with an even digit (2, 4, 6, 8, or 0), will expire JUNE 30, 2014!**

Your 2 year Renewal Fee is:

Professional Surveyor- \$60

Surveyor Intern - \$10

Fees are due by June 30 late renewal penalties are imposed on July 1. Fees increase by 50%, between July 1 and August 30 and 100% September 1 or after. See Article 9 of the Rules under Rules/Regs/Standard at www.pels.arkansas.gov for further information regarding fees and Article 20 regarding PDH requirements.

Advantages to renewing online:

- No concern about incorrect fees!
- Immediate confirmation and receipt!
 - Save time!
- Ability to print your own License Sheet!
- Paperless updating of contact/mailling information!

ONLINE RENEWAL INSTRUCTIONS HAVE CHANGED

- Renewal of your individual or firms license requires a unique Username & Password for PELS which you create by clicking "New Online User". This is different from the prior renewal process which used your License number, type and birthdate or if firm, company ID. Separate Usernames/passwords may be required if you wish to renew licenses for an individual OR the firms Certificate of Authorization.
 - Debit/Credit Card (Visa, MasterCard, American Express, Discover) or E-check
1. Access - PELS at <https://pelslicensing.arkansas.gov/>
 2. Login - with your Username and Password
 3. Click – "License & Application Information"
- (NOTE IF YOU SEE "NO RECORD FOUND", STOP AND CALL OUR OFFICE FOR FURTHER ASSISTANCE!!)**
4. Click – "Renew" to the left of the license you are renewing and follow the instructions until you come to the Confirmation/Transaction page.
 5. Your Renewal is complete upon receipt of your Transaction Number and License Sheet with your new expiration date.
 6. Print or save the confirmation page which is emailed to you, this is your receipt



**You may renew
online thru
December 31.**



**LICENSE SHEETS
WITH YOUR NEW
EXPIRATION DATE
ARE NOW ON THE
CONFIRMATION
PAGE AND IN
YOUR EMAIL
RECEIPT!**

If you'd like a hard copy renewal notice instead visit our website, click on "Applications & Forms", then "Other Engineer Forms" and scroll to the bottom or call our office at (501)682-2824..